



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
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NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 3440.1N

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26 May 2015

NAVCRUITDIST NEW ORLEANS INSTRUCTION 3440.1N

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: DESTRUCTIVE WEATHER PLAN

Ref: (a) NASJRBNOAINST 3440.1F

Encl: (1) Conditions of Readiness Checklist  
(2) Mustering Procedures  
(3) Continuity of Operations (COOP)/COOP Kit List  
(4) Sample Certificate in Lieu of Orders  
(5) Government Vehicle Storage and Movement  
(6) Points of Contact Phone Numbers  
(7) NRD NOLA Destructive Weather Information Booklet

1. Purpose. To establish policy, organization, standards, and operating procedures for NRD New Orleans preparations, evacuation and recovery operations during natural and man-made disasters, to include destructive weather (i.e Hurricane, Tropical storms, and Tornadoes). Enclosure (1) contains Conditions of Readiness (COR) procedures.

2. Cancellation. NAVCRUITDISTNOLAINST 3440.1M

3. Discussion. NRD New Orleans is geographically situated in a land area, which is seasonally subject to tropical storms and hurricanes, severe thunderstorms and tornadoes. The designated hurricane season is from 1 June through 30 November each year and necessitates the setting of Conditions of Readiness (COR) throughout this six-month period to ensure maximum protection is afforded personnel, property, and equipment. Enclosure (1) contains Conditions of Readiness (COR) procedures. Additional safeguards and procedures must be in place to respond to a variety of destructive weather events throughout the year.

4. Concept of Operations. This plan shall be utilized as a basis for actions and procedures to be executed when severe and or dangerous weather or other disaster threatens (natural or otherwise). It specifically addresses three phases associated with hurricane disaster preparedness: preparation, response,

and recovery. This three phase plan is applicable in any disaster situation. It also addresses muster procedures to be used in the event of local or regional evacuation or relocation of workplaces following the passage of severe weather or other disaster.

a. **Preparation.** All personnel shall set CORs and vacate/evacuate as directed. All personnel will log into the Navy Family Accountability Assessment System (NFAAS) at <https://navyfamily.navy.mil> prior to the arrival of destructive weather and ensure all information is up-to-date. This system will also be used for accountability in the event of evacuation.

(1) Commanding Officer (CO)

(a) Exercise general supervision over all stations, departments and personnel during hurricane/tropical storm conditions and ensure all necessary measures are taken to prevent and/or minimize loss or damage.

(b) Order the closing of NRD New Orleans and MEPS NRD personnel based on the forecast track and characteristics (potential for damage and flooding) of each storm , hurricane or tropical storm.

(2) Executive Officer (XO)

(a) Assume duties as directed by CO.

(b) Serve as the overall administrative coordinator for all personnel evacuated from a designated evacuation area within the District.

(c) Execute tasks as indicated in XO section of the enclosure (1).

(3) Command Master Chief (CMC)

(a) Assume duties as assigned by the CO.

(b) The CMC shall ensure the CMC section of enclosure (1) is completed.

(4) Ombudsman shall assist CO/XO/CMC with all service member's dependent's matters, as required.

(5) Emergency Management Coordinator (EMO)

(a) Serves as the primary command supervisor to advise and assist the CO/XO/CMC in all matters relating to disaster preparedness (hurricane/tornado/tropical storms).

(b) Serve as the command disaster coordinator and liaison between NRD NOLA and NAS JRB New Orleans, NAS Meridian, NAS Pensacola and for all personnel evacuation from a designated evacuation area within the District.

(c) Serves as NRD NOLA primary representative at the Emergency Management Working Group meetings and coordinate preparation procedures with NAS JRB New Orleans EMO CNRSE/CNIC/USFF Command/CNRC and NAS JRB New Orleans.

(d) Operate in accordance with enclosure 1.

(6) Assistant Emergency Management Coordinator (AEMO) shall assist EMO and execute all matter of the EMO, when assigned.

(7) Senior Watch Officer (SWO)/Enlisted Watchbill coordinator (EWBC)

(a) Ensure CDOs are trained in activating the COOP detachment and associated responsibilities per Job Qualification Requirement/Personnel Qualification Standard.

(b) De-conflict any watch standing assignments as necessary to ensure EOC/COOP Detachment is fully manned, as available.

(8) COOP Detachment will operate in accordance with enclosure (3).

(9) The following personnel/positions shall execute tasking as directed by enclosures (1-7): Command Duty Officer (CDO), Division Officer/Division Leading Chief Petty Officer (DIVO/DLCPO), Administrative Officer (AO), Logistics Supply Officer (LSO), Public Affairs Officer (PAO), Information Technology Specialist (ITS) and all NRD Personnel assigned.

b. **Training.** NRD New Orleans will participate in the annual Hurricane Exercise (HURREX). In addition to on-station drills, the NRD EMO will conduct briefs for All Hands on hurricanes and evacuation procedures prior to 1 June each year.

c. **Response.**

(1) ALL personnel will evacuate from designated evacuation areas to their preplanned primary (or secondary, depending on storm path projection) safe haven location, if the order to evacuate is given.

-----**NOTE**-----  
**ANY EVACUATION ORDER GIVEN BY FEDERAL OR STATE OFFICIALS VIA OFFICIAL CHANNELS (EMERGENCY BROADCAST SYSTEM, RADIO, TV, PUBLIC ADDRESS) SHOULD BE INTERPRETED BY ALL PERSONNEL AS AN EVACUATION ORDER FROM NRD NEW ORLEANS AND/OR NAS JRB NEW ORLEANS CHAINS OF COMMAND, AND TAKE THE APPROPRIATE ACTIONS PRESCRIBED IN THIS INSTRUCTION.**

-----**NOTE**-----

(2) Condition of Readiness (COR) Procedures. Enclosure (1) contains actions to be conducted by departments and NRD personnel in setting CORs. COR 5 is normally set sometime between 01 May and 01 June each year and will be in effect until 30 November; unless changed due to a pending storm.

(3) If a tropical storm or hurricane approaches NRD New Orleans, CORs will be upgraded with regard to the location of the storm and the onset of destructive winds from that storm, typically indicated by the term "H" Hour. The following guidelines will be used when setting CORs.

a. COR Five: Set 01 May - End 30 November.

b. COR Four: Onset of destructive winds (50 knots or greater) within 72 hours.

c. COR Three: Onset of destructive winds (50 knots or greater) within 48 hours.

d. COR Two: Onset of destructive winds (50 knots or greater) within 24 hours.

e. COR One: Onset of destructive winds (50 knots or greater) within 12 hours.

(4) NRD New Orleans will set all Hurricane CORs and report intentions to NRD New Orleans CDO. NRD New Orleans CDO will report Hurricane CORs to CNRC, CNRSE and COMNAVCRUITREG EAST. Specific preparation procedures are contained in enclosures (1) and (2).

(a) It may be necessary to immediately set a higher COR without first setting the preceding lower CORs (eg., COR 2 set before CORs 3 and 4). In these cases, all prescribed actions for the preceding CORs must also be completed.

(b) Department Heads (DH), DIVO and DLCPOs must notify the CDO and EMO when deviating from the COR procedures outlined in the checklists.

d. **Muster Procedures/NFAAS Reporting.** Execute in accordance with Enclosure 2.

e. **Per Diem and Government Travel Charge Card.** Per Diem while evacuated will be based on your safe haven location. Family members under the age of 12 are authorized 50 percent of the safe haven location per diem rate. Per diem rates can be found at the following web site:  
<http://www.defensetravel.dod.mil/>.

The use of the GTCC is authorized only when the order to evacuate has been given by the NRD New Orleans Commanding Officer or component state and/or local officers. Cardholders are reminded to use the card for authorized purchases only. Any unauthorized purchases will be paid by the member without reimbursement.

f. **Recovery.**

(1) When it is determined safe to return to the area, an "all clear" will be announced, and all personnel will be directed to report back to their normal duty stations by a specified date and time.

(a) If a hurricane or destructive weather of sufficient strength makes returning to New Orleans unsuitable for an extended period of time, NRD New Orleans HQ will operate out of the NRD NOLA COOP site.

(b) If a hurricane or destructive weather prevents personnel from resuming duties at their normal workplace (Recruiting Stations), relocation and resumption of normal duties will be directed to a location determined by the Commanding Officer.

g. **Travel Claims.** Travel claims will be submitted to the LSO Department no later than five days after returning to base. The LSO Department will ensure all appropriate forms and instructions are provided to all personnel returning from evacuation. Failure to submit your travel claim in a timely manner will delay reimbursement.

5. **Hurricane Evacuation.** In order to afford maximum protection from the destructive elements of a hurricane, all personnel will evacuate to safer locations, previously established by the member upon check-in to NRD New Orleans and subsequent updates to their **Emergency Planning Information Sheet**. These sheets are maintained by the Administrative Department. The unique geographical layout of the District does not allow for a single pre-established safe haven. Evacuating civilian personnel will follow the emergency leave policy. All personnel are responsible for mustering with their chain of command as directed via phone, text and the NFASS website if personnel cannot contact their command via normal muster procedures.

6. **Station(s) preparation for destructive winds.** Consult with LSO, CDO and EMO. Move all furniture, files and wall hangings away from building outer walls, doors and windows. Government vehicles outside of NOLA should be moved to safest available location and properly secured. Government vehicles in NOLA area will be stored in a safe location preferably a parking garage per enclosure (3) of this instruction.

C. A. WYNTER

Distribution List:  
Electronic Only, via  
<http://www.cnrc.navy.mil/neworleans/>

**Preparatory Phase (PREP) and  
Condition of Readiness (COR) Procedures**

**COR 5 (01 May - 30 November)**

DEPARTMENT	TASK	COR LEVEL (DATE/TIME)
<b>Commanding Officer (CO)</b>		
	Order immediate review and test of the Command recall Bill	PREP
	Determine whether the situation warrants an evacuation. <b>Note:</b> Take into account the New Orleans Contra Flow Plan call for lower parishes to start evacuation 50 hours before the onset of tropical storm winds.	PREP
	Designate Safe Haven or COOP site for evacuation	COR 5
	Consider decision to cease all NRD HQ/MEPS/Station functions	COR 4
	Assign XO or designated person as Emergency Operations Center (EOC) Liaison with NAS JRB NOLA or emergency site	COR 3 or req'd
	Secure non-essential Operations/Personnel	COR 3
	Order the evacuation of NRD personnel to safe havens (as required).	COR 3
	Order the closing of NRD NOLA HQ/MEPS/and or Station <b>Note:</b> If NRD HQ evacuation is ordered activate COOP HQ	COR 3
	Designate Liaison to Plaquemines OEP/NAS JRB New Orleans	COR 1
	<b>SET COR 1 (NORMALLY 48-72 HRS PRIOR)</b> <b>Note:</b> Evacuation, when directed, from Territory under a Hurricane watch is "MANDATORY". However, if evacuation circumstances result in NRD NOLA personnel coming in storm proximity, the following procedures are recommended.	
<b>Executive Officer (XO)</b>		<b>COR LEVEL (DATE/TIME)</b>
	All Duties of the Commanding Officer (If CO is unavailable)	As required

	Designate the Command Hurricane Preparedness coordinator/alternate <b>Note:</b> The coordinator will be responsible for attending hurricane preparedness meetings, maintaining and updating the command COR procedures. Provide NAS JRB NOLA Emergency Management Officer (EMO) COR procedure revisions prior to the 15 <sup>th</sup> of April each year.	PREP
	Exercise general supervision over all NRD NOLA MEPS, stations, offices, departments, and personnel during hurricane/tropical storm conditions and disasters ensuring all necessary measures are taken to prevent and/or minimize loss or damage.	Preparatory phase
	Direct EOC/COOP site activation	COR 3
	Recommend HQ/MEPS and or Station closure or relocation to CO	COR 3
	Act as liaison (or designate a representative) to Plaquemines Parish Office of Homeland Security Emergency Preparedness (HS/EP) and/or NAS JJB NOLA during hurricane/disaster preparation	COR 1
<b>Command Master Chief (CMC)</b>		<b>COR LEVEL (DATE/TIME)</b>
	Maintain count of Junior Personnel (NGIS/CBH)	PREP
	Assist Junior sailors/families, as requested, with special needs	PREP
	Provide personnel and family preparedness information and materials on an ongoing basis.	PREP
	Maintain a count of junior Sailors and NRD family members requiring transportation out of New Orleans and/or impact area, if an evacuation is ordered.	COR 5
	Update social rosters	COR 5
	Update emergency evacuation roster and contact sheets	COR 5
	Update Mission Essential List	COR 5
	Ensure NRD personnel are registered in ADHOC	COR 5
	Direct the coordination of NRD vehicles to support evacuation and assign drivers	COR 5
	Coordinate and send SITSUM info to CDO at each COR	COR 5
	Advise CO on evacuation and or COOP establishment	COR 4



	Coordinate with NAS JRB and/or Local Base Public Works Transportation to ensure all NRD personnel and family member have a means of evacuation.	COR 4
<b>Command Duty Officer (CDO)</b>		<b>COR LEVEL (DATE/TIME)</b>
	Assist EMO in providing hurricane/disaster preparedness briefings, disseminating brochures, and assisting in NRD hurricane seasons readiness.	PREP
	Advise the CO/XO/CMC/EMO on all matters of destructive weather and emergencies	PREP-COR 1
	Direct the setting of appropriate Condition of Readiness (COR) by all NRD personnel.	PREP-COR 1
	Report to NAS JRB NOLA CDO, CNRC CDO, REGION and ROC of any and all changes to NRD NOLA COR	PREP-COR 1
	Notify CO/XO/CMC/EMO immediately of any change in area COR	PREP-COR 1
	Act as primary liaison for all COR changes/modification from DIVOs/DH/MEPS/Stations reports	PREP-COR 1
	Receive and issue COR reports to DH/DIVO/DLCPO when appropriate divisions.	PREP-COR 1
	<b>Report "COR set" as ordered throughout the command to the CO/XO/CMC/EMO/NAS JRB CDO/NRC CDO/ROC Outside Organization</b>	PREP-COR 1
	Notify DIVO/DLCPOs of current and predicted weather conditions in their respective areas.	PREP-COR 1
	Ensure COR "X" preparations have been accomplished	COR 5-1
	Notify DIVO/DLCPOs and Recruiting stations that COR "X" is set.	COR 5-1
	Take custody of all command keys (coordinate with LSO)	COR 3
<b>Emergency Management Officer (EMO)</b>		<b>COR LEVEL (DATE/TIME)</b>
	Provide hurricane/disaster preparedness briefings, disseminating brochures, and ensuring personnel are ready for hurricane seasons.	PREP
	Establish NRD NOLA System to set and disseminate COR.	PREP
	Have coordination in place with NAS Meridian MS and NAS Pensacola (NURO) to establish Safe Haven Satellite Emergency Operation Center (EOC) or COOP site.	PREP
	Review AdHOC Notification with command and NAS JRB New Orleans.	PREP

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	Conduct site survey at both COOP sites	PREP
	Coordinate NRD New Orleans' COOP plan with the Administration Officers and Emergency Management Officers of NAS Meridian and NAS Pensacola Navy Recruiter Orientation Unit (NORU) for COOP Detachment requirements for safe heaven and continuity of operations planning (COOP). Modify Agreements/Terms of use Statements with MEPS/NURO personnel, as required.	PREP
	Maintain lessons learned for tropical systems that affect the New Orleans area. Provide list of lessons learned to the CO/XO/training department.	PREP
	Review and conduct revision to the Destructive Weather Plan by the time COR 5 is set, annually by 01 May.	PREP
	Work closely with NAVOSH, NAS JRB New Orleans to provide hurricane briefs during semi-annual safety stand-down events.	PREP
	Maintain and update this document as needed.	PREP
	Order and coordinate pick-up of Plaquemines Parish evacuation reentry credentials for CO, XO and EMO. (limit of 3 per command)	PREP
	Coordinate NRD New Orleans' participation in the annual hurricane exercise with CNRSE/CNIC/USFF Command/CNRC and NAS JRB New Orleans.	PREP-COR 5
	Attend all Emergency Management Working Group meetings and coordinate preparation procedures with NAS JRB New Orleans EMO.	PREP-COR 1
	Monitor weather broadcast and send out updates via email/phone calls/Social Media/NRD NOLA Portal.	PREP-COR 1
	Provide hurricane awareness and preparation Training to all personnel prior to the start of the Hurricane season 1 May.	COR 5
	Train and manage the Continuity of Operations (COOP) detachment.	COR 5
	Coordinate with CNRSE Emergency Manager, NAS JRB New Orleans EMO, government agencies, and state and local civilian authorities to ensure corporation and mutual hurricane disaster assistance.	COR 5
	Conduct hurricane brief for NRD New Orleans departments and personnel, as required.	COR 4 and as required

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	Make potential storm impact predications and storm reports to the Command at least once a day.	COR 4
	Coordinate with PAO to ensure inclusion of command storm information including working hours/evacuation information and storm preparation to be included on the portal and NRD Facebook page.	COR 4 - COR 1
	Ensure all personnel are aware of the potential storm and are making necessary preparations.	COR 4
	Notify CO, XO, CDO, Department Heads and Division Officers when changes to the COR settings are required or directed.	COR 4 and as Required
	Organize conference calls as required to disseminate information to Department Heads and Division Officers.	COR 4-COR 1
	Provide tele-conference toll-free number and access codes to Department Heads and Division Officers for mustering and information sharing use when required.	COR 4
	Direct all stations/HQ/MEPS to conduct Personnel evacuation briefing procedures: - How far they can go (350NM radius from NAS Pensacola/NAS JRB NOLA) - When to muster daily (by 0900 CDT daily) - What to do if they need help Mustering Procedures (enclosure 2)	COR 3
	Secure Computers, phones and other communication equipment upon declaration of COR 3.	COR 3
	Advise and Assist the CO/XO/CMC in all matters relating to disaster preparedness (hurricane/tornado/tropical storms)	COR 3-COR 1
	Make routine storm/hurricane position reports to NRD NOLA HQ/MEPS and Recruiting stations (at least every 12 hours).	COR 3
<b>Department Heads (DH)</b>		<b>COR LEVEL (DATE/TIME)</b>
	Assign/Designate a Departmental Hurricane Preparedness coordinator/alternate	PREP
	Assist Junior sailors/families, as requested, with special needs	PREP
	Ensure dissemination to all NRD NOLA HQ/MEPS/Station personnel NRD NOLA Destructive Weather Plan Instruction 3440 series	
	Ensure all personnel review NRD NOLA Destructive Weather Plan Instruction 3440 series	PREP

	Ensure the completion of all-hands hurricane Preparedness training (Total Workforce Management System (TWMS) <a href="https://twms.nmci.navy.mil">https://twms.nmci.navy.mil</a> and Navy Emergency Preparedness Course websites.	PREP
	Ensure maximum participation in annual hurricane Preparedness event (HPE), HURREX/CITADEL GALE, and other preparedness events	PREP
	Ensure muster information is current in TWMS	PREP
	Ensure all personnel update Navy Family Accountability Assessment System (NFAAS) <a href="https://navyfamily.navy.mil">https://navyfamily.navy.mil</a>	PREP
	Verify accuracy of and test recall bill	PREP
	Determine Departmental critical day-to-day operational items (Both short and long term) Note: Coordinate stowage (Bldg 192/HQ) with LSO, when appropriate or when evacuation is anticipated.	PREP
	Utilize teleconference number provided by the EMO for Preparatory Briefs.	PREP
	<b>Notify CDO/EMO when COR's are set</b>	<b>COR 5-1</b>
	Establish a Post-evacuation emergency point of contact	COR 5
	Establish a post-evacuation muster via established departmental/divisional procedures	COR 5
	Establish Civilian/Contract personnel muster via established Departmental procedures	COR 5
	Report Status of personnel evacuation	COR 3
	Submit muster reports (as required)	COR 2-1
	Coordinate re-entry placards with CDO/EMO (as needed or required)	COR 1
<b>Division Officer (DIVO)/Division Leading Chief Petty Officer (DLCPO)</b>		<b>COR LEVEL (DATE/TIME)</b>
	Obtain equipment and supplies required	PREP
	Pre-plan vehicle storage area	PREP
	Formulate priority plans for orderly safeguarding of government equipment and property locally and within area upon short notice (with an approximation of the time it will take to accomplish).	PREP
	Conduct inspection check list per vehicle instruction	PREP
	Assign personnel specific duties to accomplish under each condition of readiness	PREP

	Establish shelter areas	PREP
	<b>REPORT COR "X" SET/CHANGES TO DH (CDO/COOP Detachment, if DH is unavailable)</b>	<b>COR 5-1</b>
	Familiarize all personnel with evacuation routes and procedures	COR 5
	Verify and test Recall Bill	COR 5
	Determine Divisional critical day-to-day operational items (Both short and long term) <b>Note:</b> Coordinate stowage (Bldg 192/HQ) with LSO, when appropriate or when evacuation is anticipated.	COR 5
	Obtain equipment and Supplies as needed	COR 5
	Pre-Plan and report (to LSO) vehicle storage area	COR 5
	Formulate priority plans for orderly safeguarding of Government equipment and property locally and within area. <b>Note:</b> With an approximate time of accomplishment	COR 5
	Conduct inspection checklist of all vehicles per vehicle instruction and/or LSO guidance	COR 5
	Assign personnel specific duties to be accomplished under each COR	COR 5
	Establish Shelter Areas	COR 5
	Familiarize all personnel with evacuation routes and procedures	COR 5
	Confirm accuracy of Recall Bills <b>Note:</b> Several weeks or months may have passed since COR 5 was last set.	COR 4
	Assemble COOP kit and Pre-stage (Enclosure 3)	COR 4
	Conduct stations/HQ/MEPS Personnel evacuation procedure briefing: - How far they can go (350NM radius from current resident) - When to muster daily (by 0900 CDT daily) - What to do if they need help Mustering Procedures (enclosure 2)	COR 3
	Suspend regular working routine	COR 3
	Alert all personnel to finalize COR 3 preps.	COR 3
	Dismiss personnel to prepare personal property and family for oncoming disaster	COR 3
	Direct final vehicle maintenance/inspection: Fuel tank is filled (top off) and oil/tires - SAT, etc	COR 3

	Direct relocation of vehicles to Safe Heavens and/or high-rise parking structure away from trees <b>Note:</b> Report status of vehicle to LSO/Vehicle coordinator (Enclosure 5)	COR 3
	Direct the securing or removing of appendages from exterior walls.	COR 3
	Direct the removal of debris or other loose objects, which may become missile hazards	COR 3
	Direct the following: 1. Securing of all doors, windows, and other openings 2. Unplug and protect computers and other electrical equipment. 3. Wrap electrical equipment with plastic and/or relocating to locations away from potential flood, rain and debris hazards.	COR 2
	Direct the Turning of all lights	COR 2
	Finalize all preparations for sustaining high winds / Hurricane Conditions <b>Note:</b> To ensure reasonable and prudent weather-tight and high wind resistant conditions exist with regard to real property, equipment, and vehicle.	COR 2
	Direct all personnel to attend to the Safety and security of their family	COR 2
	Set COR 1, when directed or prior to evacuation.	COR 1
<b>Administrative Officer (AO)</b>		<b>COR LEVEL (DATE/TIME)</b>
	Ensure hurricane messages are pre-drafted for hurricane evacuation	PREP
	Ensure TWMS and NFAAS is updated and maintained	PREP
	Distribute guidance for leave and pay during evacuation (Mil/GS/NAF)	PREP
	Verify Civilian personnel emergency recall roster established and updated	PREP
	Maintain the COOP Binder IAW enclosure 10	PREP
	<b>Notify CDO/EMO when COR conditions are set in HQ</b>	<b>COR 5-1</b>
	Verify COR conditions are being set in HQ	COR 5-1
	Coordinate and send SITSUM information to CDO at each COR	COR 5-1
	Notify DIVO/DLCPO, MEPS and Recruiting stations that COR 5 is set (when directed)	COR 5

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	Ensure orders are generated for all personnel (Mil/GS/NAF) prior to evacuation	COR 5
	Verify Command recall roster is updated and disseminated to all personnel.	COR 5
	Update social roster, emergency contact sheets, mission essential personnel list, and ensure proper personnel are registered in AtHoc	COR 5
	Notify DIVO/DLCPO, MEPS and Recruiting stations that COR 4 is set (when directed)	COR 4
	Provide guidance for civilian personnel leave and pay status for evacuation scenarios; as determined on a case by case basis and per CNRSE/CNRC policy.	COR 4
	Notify DIVO/DLCPO, MEPS and Recruiting stations that COR 3 is set (when directed)	COR 3-1
	Receive and maintain enclosure (4) Emergency Recall Information Sheet, for COOP Detachment personnel. Ensure that they are hand-carried to the COOP site in the event of an evacuation.	COR 3
	Move CDO and Admin functions to EOC or COOP site, when directed	COR 3
	Transfer all required communications equipment to EOC or COOP site	COR 3
	Prepare daily muster report status	COR 1
<b>Logistics Supply Officer (LSO)</b>		<b>COR LEVEL (DATE/TIME)</b>
	Consult with Army Corps of Engineers	Prep
	Obtain Job Order numbers (JONs) for evacuation orders, when required (Coordinate with FMA)	PREP
	<b>Notify CDO/EMO when COR is set</b>	<b>COR 5-1</b>
	Update social rosters, emergency contact sheet, mission essential personnel list, and ensure proper personnel are registered in AtHoc	COR 5
	Pre-Plan care and custody of all vehicles assigned to NRD NOLA HQ (and/or impacted area)	COR 5
	Assigned named individuals custody of all vehicles within area to be impacted (vehicle custodians)	COR 5
	Ensure Water resistant containers are available for Departmental stowage items critical to day-to-day operations of HQ/stor in storage room	COR 5
	Ensure all Government Travel Cards are activated	COR 5
	Check and/or obtain all COOP sustainment supplies	COR 5

	Ensure all vehicle custodians are aware of their responsibilities (Vehicle maintenance checks, gas and oil refills, etc)	COR 4
	Direct relocation of vehicles to Safe Havens and/or high-rise parking structure away from trees. <b>Note:</b> Ensure DIVO/DLCPO reports vehicle status/location (enclosure 5)	COR 3
	Notify all NRD NOLA HQ (or area to be impacted) vehicle custodians to make final maintenance checks, fill gas tanks, and move vehicles to be impacted to designated storage areas.	COR 3
	Stage COOP Kit for evacuation with COOP Team	COR 3
	Assist NRD NOLA HQ/MEPS and Recruiting station personnel, when feasible, in the procurement of Protective or survival supplies not previously obtained	COR 3
	Secure from regular routine, when directed	COR 2
	Verify all vehicle custodians have taken prudent precaution to protect vehicles (Proper storage, full gas tank, etc.)	COR 2
	Ensure personnel have evacuated	COR 1
<b>Public Affairs Officer (PAO)</b>		<b>COR LEVEL (DATE/TIME)</b>
	Publish hurricane safety information on NRD NOLA Facebook/social media and Portal	PREP-COR 1
	Post NAS JRD NOLA/NAS GULFPORT/NAS PENSACOLA and NAS MERIDIAN's installation Emergency Hotline to NRD PORTAL/Social Media sites.	COR 5
	Utilize NRD NOLA Portal and social media sites to disseminate information at all CORs and post storm	COR 5-1
	Maintain liaison with CNRC and NAS JRB NOLA PAO. Issue press release, ICO statements, as requested/required.	COR 5-1
<b>Information Technology Specialist (ITS)</b>		<b>COR LEVEL (DATE/TIME)</b>
	Collect and assemble all COOP Automated Data Processing (ADP), Information Technology (IT), and telecommunications requirements to support NRD HQ, MEPS is on MEPSCOM system, MEPS COOP per the MEPS Plan or NRS COOP	PREP
	Prepare or revise COOP operating manuals or instructions.	PREP



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Assist Department Heads and Division Officers to ensure all assigned laptops are fully functional prior to 15 April of each year.	PREP or prior to 15 APR annually
Assist EMO to ensure all telephone and computer needs as well as computer related activities are fully functional within the COOP site prior to 15 April each year.	PREP or prior to 15 APR annually
Verify connectivity to a Virtual Private Network (VPN) or Wide-Area Network (WAN) exists for NRD NOLA COOP personnel at COOP site (Primary/Secondary).	PREP-COR 5
Act as command ITS liaison with COOP site ITS manager to establish COOP networks	PREP-COR 1
Manage and support all IT and telecommunications for NAVCRUITDIST staff and Recruiters.	PREP-COR 1
<b>Notify CDO/EMO when COR is set</b>	<b>COR 5-1</b>
Maintain liaison with CNRC N6, NAS JRB NOLA N6, NAS Pensacola NURO N6, NAS Meridian NUSC N6 and other N6 as necessary to support NRD NOLA network/communication connectivity	COR 5-1
Provide technical oversight to military and civilian personnel on microcomputer operations, software applications and automated system security. Perform as the district lead for Information Assurance (IA) and computer security.	COR 5-1
Monitor the availability and functionality of networks and systems, and reports system status to immediate NAVCRUITDIST chain of command and NAVCRUITCOM HQ (N6) (to include COOP site).	COR 5-1
Manage Automated Data Processing (ADP), Information Technology (IT), and telecommunications to support NAVCRUITDIST staff and assigned Recruiters.	COR 5
Verify with Primary and Secondary COOP sites their ability to support the Automated Data Processing (ADP), Information Technology (IT), and telecommunications requirements in support of NRD HQ, MEPS, or NRS COOP.	COR 5
Provide hands on training and support to NRD NOLA HQ, MEPS and/or NRS Recruiters on COOP operations.	COR 5
Ensure each COOP team member is afforded a working order Navy-Marine Corps Internet (NMCI) seat at COOP site.	COR 4-2

	Prepare all required documentation for assigned area COOP operations to include Asset management (hardware, software, RIM smartphone management, Lost and/or Stolen Devices).	COR 4
<b>Individual Recommended Actions</b>		<b>COR LEVEL (DATE/TIME)</b>
	Evacuate and or execute COOP, WHEN DIRECTED	COR 2 or when directed
	If advised to evacuate, DO SO AT ONCE.	
	Stay indoors and away from windows and glassed areas.	
	Listen for continuing weather bulletins and official reports.	
	Ensure cell phones are fully charged and remained charge (conserve use)	
	Follow official instructions only. Ignore rumors.	
	Monitor wind conditions <b>Note:</b> A lull in the winds is not an indication that the storm has passed. Remain indoors unless emergency repairs are necessary. Winds may resume suddenly, in the opposite direction, with greater force.	
	Be alert for rising water.	
	Turn off major appliances, especially air conditioners, and computers (If electric service is interrupted)	
	Set refrigerators or freezers controls to their coldest setting and close door to preserve food as long as possible (Do not disconnect refrigerators or freezers).	
	Keep away from fallen wires.	
	Gas - Do not light matches or energize electrical equipment (If the smell of gas is present).	
	Gas - Extinguish all flames (If the smell of gas is present).	
	Gas - Shut off gas supply at the meter (If the smell of gas is present). *Note: Gas should only be turned back on by a gas serviceman or licensed plumber.	
	Gas - Report gas service interruptions.	
	Water - Save water prior to disaster/Hurricane *Note: The only Safe water is water stored prior to being in contact wth Flood waters	

	Water - During disaster/event boil water for thirty minutes, should additional supply is needed. *Note: If you are unable to boil water, treat water you will need with water purification tablets.	
	Water - Treat all water, except stored water supply, until you hear public announcement as to safe water. *Note: An official announcement is often announced proclaiming tap water is "safe".	
<b>Post-Hurricane/Destructive Weather Individual Recommended Actions</b>		
	Listen for official word of danger having passed.	
	Eat and drink nothing that has been touched by flood waters.	
	Disinfect all cans and utensils before use, if they were touched by flood waters.	
	Place spoiled food in plastic bags and tie securely.	
	Dispose of all Bedding (I.e., mattresses, pillows and cushions) that were in contact with flood waters.	
	Muster with your Chain of command	

### MUSTER REPORT PROCEDURES

**MAKE ALL MUSTER REPORTS TO THE CDO AT: (504)913-2062.**

Muster Procedures. During an evacuation period or after the passage of destructive weather, accountability of all personnel is the primary concern. To expedite this, personnel will have the following responsibilities:

Departments		Task
1	Recruiters - 0900	Muster with Leading Petty Officer (LPO) via phone by 0900 daily.  <b>Note:</b> Muster should be conducted by the Leading Chief Petty Officer (DLCPO), if LPO cannot be reached.
2	HQ/MEPS Staff - 0900	Muster with DH via phone by 0900 daily
3	GS/Contract Employees - 0900	Muster with Department Head via phone by 0900 daily
4	LPO - 0930	Submit muster report to Division Officers (DIVO)/DLCPO via phone by 0930 daily.
5	DIVO/DLCPO - 1000	Submit muster report to Recruiting Operations Officer (R-OPS) via phone by 1000 daily.
6	Department Head - 1100	Submit muster report to CDO by 1100 daily
7	CDO	Make final Daily Muster report to XO, CO, COMNAVCRUITREG EAST, NRC CDO, CNRSE, ETC., as directed.
8	Administrative Officer or Designated Rep	Ensure all required Internet muster reports are submitted via the NFAAS web site in a timely manner
9	XO/CO/CMC/Operations Officer/Department Heads/Division Officers and designated personnel	Conduct Daily Conference call with CO <ul style="list-style-type: none"><li>- Report daily update and condition until the order to return to base is given by the CO</li><li>- Note: Conference call number and access code: 1-866-718-0161 Passcode: 6435744.</li></ul>

-----NOTE-----  
Due to the short notice of severe thunderstorms and tornadoes, CORs may not be fully set prior to an evacuation being ordered. In the event that occurs, skip the CORs and proceed to the muster procedures (Paragraph C) of this instruction.  
-----NOTE-----

**Muster Report Template: PERSONNEL MUSTER**

LPO to DIVO	- "LT Valley, this is LPO of NRS NATCHEZ - Natchez reports the following:
DH to CDO	"X" number of personnel assigned/X Number accounted
CDO to XO	"X" on leave in Kansas (Non affected area) / "X" missing (AZ2 Charles White) - will continue to track and report."

**NFAAS Reporting.**

After a catastrophic event, report immediately via chain of command.

- 1. Primary mustering means** - Muster directly via chain of command
- 2. If unable to contact NRD NOLA ADMIN, CDO or COOP personnel and muster via normal procedure (1 above), then:**
  - a. Log into NFAAS at <https://navyfamily.navy.mil> to muster yourself and your family.
- 3. If unable to muster via 1 or 2 above, then:**
  - a. Muster via phone at the NAVPERSCOM Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-827-5672

**Note:**

NFAAS Reporting. All personnel within the impacted area will be required to muster via the NFAAS website  
<https://navyfamily.navy.mil>

**Condition of Readiness (COR) Report Template**

LPO to DIVO	- " CDO, this is LT Wayne
DIVO to CDO	- Div 4 or specific station reports the following: *** COR 3 is set *** 'or'
CDO to XO	*** COR 3 is set with the following exceptions: - Line 2 and 3 - Unable to Set/complete line 2 and 3, due to <u>XXXX</u> - Plan to mitigate or complete 2 and 3 XXXXXXXX - will continue to track and report"

CONDITION OF READINESS (COR) SETTING/REPORTING				
DIVISION /STATION	PHONE #	COR	Time call placed/Received	COR attained Initial/Time
		5		
		4		
		3		
		2		
		1		
COMMENTS:				
		5		
		4		
		3		
		2		
		1		
COMMENTS:				
		5		
		4		
		3		
		2		
		1		
COMMENTS:				
		5		
		4		
		3		
		2		
		1		
COMMENTS:				
		5		
		4		
		3		
		2		
		1		
COMMENTS:				
		5		
		4		
		3		
		2		
		1		
COMMENTS:				
		5		
		4		
		3		
		2		
		1		
COMMENTS:				

## **CONTINUITY OF OPERATIONS AND EMERGENCY OPERATING CONTROL CENTER**

1. The Continuity of Operations (COOP) detachment is composed of senior management. It is the team that controls and directs the COOP and disaster recovery process. The primary functions of the COOP team, in general include:

- Direction and control
- Implementing the COOP Plan
- Contacting additional team members
- Taking control of the recovery process
- Managing the various recovery teams as they rebuild
- Disbursing funds as needed
- Working with suppliers and shippers
- Making general management related business decisions
- Keeping the operations going and servicing constituencies

### **2. COOP Detachment team composition**

(a) The COOP team will consist of four to Seven of the following personnel, when set:

1. XO and/or CO
2. NRD NOLA Emergency Management Officer (EMO)
3. Two Command Duty Officers (On-watch and Off-watch CDO)
4. Administration Officer or designated Administration

Department representative.

5. System Administrator

(b) When directed by the CO/XO, these personnel will proceed to a designated COOP installation and prepare to meet all mustering and personnel accounting requirements.

### **3. COOP Locations**

(a) Primary Locations: NAS Meridian

ADDRESS: 434 Rosenbaum Avenue	1183 Bonita Circle Ste. A
Meridian MS 39309	Meridian MS 39301
PHONE: (601) 679-7105	(601) 693-1563
FAX: (601) 679-8609	(601) 6931575

(b) Secondary Location: Navy Recruiter Orientation Unit,  
NAS Pensacola

ADDRESS: 385 Millington Avenue  
Pensacola FL 32508  
PHONE: (850) 452-4855

**Note:** COOP site will be based on the projected storm path  
Enclosure (3)

**3. Communications:** CONFERENCE CALL: 1-866-718-0161  
PASSCODE: 6435744

**4. COOP Binder (maintained by Admin) to include:**

- (a) Recall Roster
- (b) Individual command member's safe haven data (location, route, recall information)
- (c) Overall cost estimates for 3, 5, 7, and 14 day evacuations based on provided safe haven data and JFTR
- (d) Phone numbers, addresses, personnel lists for all NRD NOLA facilities and departments
- (e) List of Navy Recruiting Region EAST phone numbers
- (f) List of NRC departmental phone numbers
- (g) Copy of current CDO Binder
- (h) List of Navy Emergency Preparedness Liaison Officers (NEPLO) and phone numbers
- (i) List of Navy Region Southeast (NRSE) phone numbers
- (j) Evacuation database (populated) on CD-ROM/DVD
- (k) Back-up database (unpopulated) on CD-ROM/DVD

**5. Department/Division/Station COOP List**

- (a) Recall Roster
- (b) Vehicle Safe haven/Location
- (c) Phone numbers, addresses, Safe Heaven for Div/STAT personnel
- (d) List of Navy Recruiting Region EAST phone numbers
- (e) Dept/Div/Station specific items: \_\_\_\_\_

**6. COOP Activation**

	CO designate Safe Haven or COOP site for evacuation	COR 4
	CO orders the evacuation of NRD personnel to safe havens (as required).	COR 3
	Order the closing of NRD NOLA HQ/MEPS/and or Station <b>Note:</b> If NRD HQ evacuation is ordered activate COOP HQ	COR 3



## **CONTINUED OPERATIONS KIT (COK) LIST**

### PRE HURRICANE SEASON

☐ All Hands: Ensure Destructive Weather Database is updated weekly to Admin Department. This includes phones numbers and evacuation site address for service members and dependents.

### 96-72 HOUR OUT

- ☐ Reservations at safe haven
- ☐ Begin work items you will transport for evacuation
- ☐ Sweep of spaces for classified and PII material.
- ☐ Prep office for wind/water damage
- ☐ Review/update recall roster
- ☐ Prep office admin embark box: ensure packing list correct
- ☐ Move furniture from offices exposed to windows
- ☐ Stage equipment in common areas
- ☐ Plastic bag remain behind electronic equipment
- ☐ Pack hurricane embark box, ensure proper marking

### HURRICANE EVACUATION

The following items are DIRECTED items for hurricane evacuation. Bring them home on a Friday if a Tropical Storm or hurricane is identified and when a voluntary or mandatory evacuation is in effect. If TAD/Leave arrange to have them packed and staged for transport by designated divisional personnel.

- ☐ Laptop (or Desktop computer if directed)
- ☐ Computer peripherals\*
- ☐ Files and folders\*
- ☐ Basic admin supplies\*
- ☐ Binders\*

\* as required by individual

The following items are recommended:

- ☐ Personal binders
- ☐ Personal files

**Sample Certificate In Lieu Of Orders**

1300

(Date)

Certificate No. XXXXXX

From: Commanding Officer, (name of command/UIC)

Subj: CERTIFICATE IN LIEU OF ORDERS

Ref: (a) Emergency Evacuation Order (DTG and Authorizing  
commander/official)

(b) Joint Travel Regulation Volume 1 Chapter 6

1. This is to certify that the below named individual is assigned to a military installation located in an area affected by (name of calamity/disaster) when evacuation/limited evacuation (select one) of family members of military personnel and civilian employees was ordered via reference (a).

Sponsor Name (Last, First, MI):

Branch Svc:

Sponsor SSN:

Grade/Rank:

Command Name:

Command Address:

2. Personnel authorized departure to safe-haven/designated place (select one) under this certificate are:

Name (Last, First, Mi)	SSN	Relationship	Date of Birth
SAMPLE, ONLY U	123-456-7890	Spouse	
And no others...			

3. Authorized departure date is from (date) to (date).

4. Safe-haven/designated place (select one):

Address:

POC/phone/fax number:

Enclosure (4)

5. Accounting Data:

AA 1771453.2252 000 74395 T 068566 AA R00052 RH7123456789  
(sample only - see Annex 3-2 Line of Accounting guide; civilian  
employee family members must be funded from sponsor's command  
TAD fund.)

6. Reference (a) is a Limited Evacuation (or Evacuation) order  
(delete one and include one of the 2 subparagraphs below), and...

a. Limited Evacuation. Family member/s listed above are to  
proceed to (name of safe haven location para. 4) in the most  
expeditious but safe manner possible. Travel and transportation  
allowances entitlement will be from (name of affected area) to  
(safe haven location). Safe haven per diem allowances will be  
100% for 12 years or older and 50% for under 12 years old. On  
the 31st day, per diem is reduced to 60% and 30% respectively,  
and therefore, it is advisable to seek a more economical  
accommodation prior to that day.

b. Evacuation. Family member/s listed above is/are to  
proceed to (designated place in para. 4) in the most expeditious  
but safe manner possible. You are to establish permanent  
residence as soon as practicable but not to exceed 30 days upon  
arrival at designated place. Per diem allowances will stop at  
2400 hr the day of occupying permanent residence or at 2400 hr  
on the 30th day of arrival, whichever is earlier. (Note:  
Secretarial approval is required if per diem exceeds 30 days at  
designated place.)

7. On the 30th day, family member/s have to file a partial  
liquidation travel claim. (A sample claim and the forms  
required may be found at PSA West website:  
<http://www.pasd.navy.mil/west/>. The claim must include a copy  
of this certificate, lodging receipt, and any other claimed  
expense over \$75.00, and must be forwarded to the Authorizing  
Officer (AO) (name of command AO) by FAX at number (XXX) XXX-  
XXXX or by email to (email address of AO). Note that  
reimbursement for lodging is not authorized if stayed with  
friends or relatives. Upon approval of the AO, the claim will  
be forwarded to CPS PSA WEST for processing. All travel claims  
will be paid via EFT which can take up to 72 hours after  
submission to DFAS for payment. Ensure you provide accurate EFT  
information with your travel claims.

8. Family member/s is/are entitled to Advance travel allowance if needed. Government Travel Charge Card (GTCC) may also be used. Desire to draw Advance Travel allowance must have been indicated in the Emergency Evacuation Data Sheet. If received, the advanced fund will not be considered in the computation until the final claim is processed. This will prevent receiving significantly reduced amount on the first partial liquidation, but will result in either reduced or overpayment when the final claim is processed.

9. Military family members only. While in receipt of per diem, and in the absence of a POV at safe haven/designated place location, family member/s may claim and be reimbursed for local transportation costs (i.e. between place of lodging and medical/dental appointments, disbursing office, family support service center, commissary, pharmacy, and similar destinations in the local area) at a rate of \$25 per day per family. No receipts are required.

10. Family member/s, if at safe haven, is/are to remain at safe haven location until notice of termination of evacuation is received. It is the sponsor's responsibility to know and inform family member/s of any change in the evacuation status.

CO SIGNATURE

## GOVERNMENT VEHICLE STORAGE AND MOVEMENT

1. During Hurricane condition 3 all GSA vehicles will be refueled to a full tank.
2. All Navy recruiting stations will relocate all GSA vehicles to a safe location clear from elements that could cause damage to vehicles per DIVO's/LCPO's discretion (i.e. tree branches, power lines, telephone poles, etc). If possible, relocate vehicles to a parking garage structure to highest level. All station keys and fuel cards are to stay with recruiters during evacuations.

[illegible]

NAVCRUITDISTNOLAINST 3440.1N  
26 May 2015

**NEW ORLEANS, LA POINTS OF CONTACT AND PHONE NUMBERS**  
**AGENCY/UNIT PHONE/FAX NUMBER**

<b>NAME</b>	<b>PHONE NUMBER</b>
NRD NEW ORLEANS CDO	(504) 913-2062
NAS JRB QUARTERDECK	(504) 678-3253
NAS JRB CDO	(504) 382-3015
NAS JRB AMBULANCE, FIRE, AND SECURITY EMERGENCIES (ON BASE)	(504) 678-3333
COOP MILLINGTON, TN	(901) 697-7105
CONFERENCE CALL	(866) 718-0161
PASSCODE: 6435744	
POLICE/FIRE	911
STATE POLICE (TROOP B) NOLA	(504) 471-2775
U.S. COAST GUARD, SOUTHEAST LA	(504) 589-6261/6225
OFFICE OF EMERGENCY READINESS NOLA	(504) 658-8700
	(504) 658-8701 (FAX)
DIVISION OF HUMAN RESOURCES	(504) 658-3300
SOUTHEAST LA RED CROSS	(504) 620-3105
NAVY RELIEF	(504) 362-0752
MILITARY ONE SOURCE	(800) 342-9647

**PENSACOLA, FL POINTS OF CONTACT AND PHONE NUMBERS**  
**AGENCY/UNIT PHONE/FAX NUMBER**

<b>NAME</b>	<b>PHONE NUMBER</b>
NAS PENSACOLA QUARTERDECK 4785/4786/3100	(850) 452-
NAS PENSACOLA CDO	(850) 418-5175
NCIS	(850) 452-4211
ESCAMBIA COUNTY EMERGENCY MANAGEMENT	(850) 595-3311
FBI	(850) 432-3476
FEMA - REGION IV	(770) 220-5200/5230
FLORIDA EMA	(850) 413-9900
U.S. ARMY OPERATIONS CENTER	(703) 697-0218/6290
U.S. ARMY TECHNICAL ESCORT UNIT	(410) 436-3044/2062
U.S. JOINT FORCES COMMAND	(757) 836-0544/0249
U.S. MARINE CBRIF UNIT	(410) 436-9067/3601

Enclosure (6)

NAVCUITDISTNOLAINST 3440.1N  
26 May 2015

**MERIDIAN, MS POINTS OF CONTACT AND PHONE NUMBERS**  
**AGENCY/UNIT PHONE/FAX NUMBER**

NAME	PHONE NUMBER
NAS MERIDIAN CDO	(601) 604-2385
	(601) 679-2158
NAS MERIDIAN QUARTERDECK/ADMIN	(601) 679-2447/2574
NOSC QUARTERDECK	(601) 679-3610
NOSC SEL	(601) 679-3610 EXT 12
	(601) 480-9556
NOSC FAX	(601) 679-3616

**GULFPORT, MS POINTS OF CONTACT AND PHONE NUMBERS**  
**AGENCY/UNIT PHONE/FAX NUMBER**

Naval Construction Battalion Center Gulfport

Fleet and Family Services	(228) 871-3000
CDO	(228) 239-8620
Quarterdeck	(228) 871-2555
Branch Medical Clinic, Gulfport	(228) 871-2807
Chaplain	(228) 871-2454
American Red Cross	(228) 377-2610

NAVCRUITDISTNOLAINST 3440.1N  
26 May 2015

# **Navy Recruiting District New Orleans**

## **DESTRUCTIVE WEATHER**



## **INFORMATION BOOKLET**

**2015**



**IMPORTANT PHONE NUMBERS**

<b>NAME</b>	<b>PHONE NUMBER</b>
<b>NRD NEW ORLEANS CDO (CELL)</b>	<b>(504) 913-2062</b>
<b>NAS JRB CDO</b>	<b>(504) 382-3015</b>
<b>COOP MILLINGTON TN</b>	<b>(901) 693-1563</b>
<b>CONFERENCE CALL</b>	<b>1-866-718-0161</b> <b>PASSCODE: 6435744</b>
<b>POLICE/FIRE</b>	<b>911</b>
<b>STATE POLICE (TROOP B) NOLA</b>	<b>(504) 471-2775</b>
<b>U.S. COAST GUARD SOUTHEAST LA</b>	<b>(504) 589-6261/6225</b>
<b>OFFICE OF EMERGENCY PREPAREDNESS NOLA</b>	<b>(504) 658-8700</b> <b>(OFFICE)</b> <b>(504) 658-8701 (FAX)</b>
<b>DIVISION OF HUMAN RESOURCES</b>	<b>(504) 658-3300</b>
<b>SOUTHEAST LA RED CROSS</b>	<b>(504) 620-3105</b>
<b>NAVY RELIEF</b>	<b>(504) 362-0752</b>
<b>MILITARY ONE SOURCE</b>	<b>1-800-342-9647</b>

ALL PERSONNEL ARE REQUIRED TO LOG INTO THE NAVY FAMILY  
ACCOUNTABILITY WEBSITE AND KEEP INFORMATION UP-TO DATE  
PRIOR TO A DESTRUCTIVE WEATHER EVENT. IMMEDIATELY  
FOLLOWING SEVERE DESTRUCTIVE WEATHER, EVACUATION, OR  
RELOCATION, ALL PERSONNEL ARE TO MUSTER VIA PHONE, EMAIL  
AND/OR THE NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM  
(NFAAS) WEBSITE AS SOON AS PRACTICAL.

NFAAS WEBSITE

**[HTTPS://NAVYFAMILY.NAVY.MIL](https://NAVYFAMILY.NAVY.MIL)**

**DEFINITIONS**

**HURRICANE:** A tropical cyclone with winds of 74 mph and greater, and is usually accompanied by rain, thunder, lightning, storm surges, floods, and sometimes moves into temperate latitudes.

**HURRICANE WINDS:** Winds which can exceed 155 mph and severely effect areas hundreds of miles inland.

**STORM SURGE:** Is an abnormal increase in the ocean's level, sometimes in excess of several feet high and miles wide. A surge can come up to five hours before the storm and destroy low-elevation coastal areas. Storm surges are especially damaging during high tide and responsible for most hurricane deaths.

**LANDFALL:** The term used to indicate the moment the eye of a hurricane hits land.

**HURRICANE CONDITIONS OF READINESS**

**COR 5 - Hurricane Season: 1 June - 30 Nov**

**COR 4 - Destructive winds within 72 hours**

**COR 3 - Destructive winds within 48 hours**

**COR 2 - Destructive winds within 24 hours**

**COR 1 - Destructive winds within 12 hours**

**Definitions and Categories of Tropical Depressions/Tropical Storms/Hurricanes**

Systems of tropical origin with closed cyclonic circulation categorized as:

Tropical Depression	Winds up to 34 knots
Tropical Storm	Winds 35-63 knots
Hurricane	Winds of 64 knots and above

a. Tropical Storm/Hurricane Condition FIVE. A normal condition of alertness consistent with the dictates of sound precautionary measures to be exercised during the annual hurricane season, which is set annually from 1 June to 30 November. This condition shall be effective throughout the hurricane season. In the event hurricane condition FOUR, THREE, TWO, and/or ONE have been assumed, Tropical Storm/Hurricane Condition FIVE shall be automatically resumed on cessation of that danger.

b. Tropical Storm/Hurricane Condition FOUR.

(1) The path of a hurricane has been fairly well established and its trend indicates a possible threat of destructive winds of force to the area of Navy Recruiting District New Orleans within seventy-two hours.

(2) The Headquarters Administration Department shall coordinate the status of all NRD Stations and issue bulletins concerning the storm's progress, as well as current condition of readiness to all Headquarters and Recruiting Station personnel, i.e., location, speed of advance, wind speeds, general course, and an estimate of the immediate (12 hour) future course.

(3) NRD New Orleans will continue normal working routine.

(4) Conditions FIVE and FOUR are alert conditions which require a constant awareness that a tropical storm/hurricane MAY be but a few days away and necessitates primary or basic conditions of readiness to insure that adequate supplies and protective devices and procedures are readily available. Protective devices are to include appropriate shelter areas for personnel, vehicles, etc, and materials for boarding or enclosing windows and other openings susceptible to heavy wind damage. Adequate supplies include normal precautionary amounts of preventive maintenance materials, emergency cooking and lighting items, batteries, fresh water containers, and those other supplies deemed necessary to be taken under any given set of circumstances or step-by-step check of lists of precautionary measures which must be completed during each phase of preparation for impending dangers. Enclosure (1) contains general check-off items, but a local list itemizing specific local tasks may be used.

c. Tropical Storm/Hurricane Condition THREE.

(1) The hurricane continues to advance and the path of the storm has assumed a definite pattern, which threatens to strike the Navy Recruiting District New Orleans area with winds of hurricane force within forty-eight hours. Condition THREE is more definite in nature with regard to the impending danger; the element of chance is greatly reduced and it may be assumed that the tropical storm/hurricane will arrive within forty-eight hours. Check and double check all precautionary measures taken thus far and ensure complete preparedness with regard to supplies, protective devices, and procedures. Alert personnel that Condition TWO may be set in twenty-four hours.

d. Tropical Storm/Hurricane Condition TWO. The track of the storm has been definitely established and winds of hurricane force can be expected to strike the NRD New Orleans area within twenty-four hours. Condition TWO requires immediate action in completing all preparations for receiving winds of hurricane force. Suspend regular working routine and implement all precautionary measures.

e. Tropical Storm/Hurricane Condition ONE will be assumed as a local responsibility when it is evident that winds of hurricane force are an imminent threat. All possible precautions to safeguard personnel, real property, material, and equipment will be immediately completed. Condition ONE is set locally without a directive from the CO. When Condition TWO precautionary measures have been finalized, attention should be given to the setting of Condition ONE to ensure maximum protection procedures for all concerned. Normally, this will be when the tropical storm/hurricane is within twelve hours of striking.

f. DIVO's and LCPO's shall make a telephone report to the DH or CDO/COOP DETACHMENT on status of personnel, property, and equipment and a preliminary report of all dangers.

**CAT      SAFFIR-SIMPSON HURRICANE SCALE: Winds & Effects**

- 74-95 mph (64-82 kt)  
No real damage to building structures. Damage
- 1** primarily to unanchored mobile homes, shrubbery, and trees. Also, some coastal flooding and minor pier damage.
- 96-110 mph (83-95 kt)  
Some roofing material, door, and window damage.
- 2** Considerable damage to vegetation, mobile homes, etc. Flooding damages piers and small craft in unprotected moorings may break their moorings.
- 111-124 mph (96-113 kt)  
Some structural damage to small residences and utility buildings, with a minor amount of curtain
- 3** wall failures. Mobile homes are destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain may be flooded well inland.
- 130-156 mph (114-135 kt)  
More extensive curtain wall failures with some
- 4** complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland.
- 157 mph+ (135+ kt)  
Complete roof failure on many residences and industrial buildings. Some complete building
- 5** failures with small utility buildings blown over or away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.

**TORNADO:** A violently rotating column of air, pendant from a cumulonimbus cloud, and nearly always observable as a funnel cloud or tuba. On a local scale, it is the most destructive of all atmospheric phenomena. Its vortex, commonly several hundred yards in diameter, whirls usually counterclockwise with wind speeds of 100 to more than 300 miles per hour (161 to 483 kmph). Its general direction of travel is governed by the motion of its parent cloud.

**The Fujita Tornado Scale**

Category F0: Gale Tornado Category 40-72 mph.

Light damage; some damage to chimneys, breaks branches off trees, pushes over shallow-rooted trees, and damages sign boards.

Category F1: Moderate Tornado Category 73-112 mph.

Moderate damage: The lower limit Category 73 mph is the beginning of hurricane wind speed, peels surfaces off roofs, mobile homes pushed off foundations or overturned, and moving autos pushed off roads.

Category F2: Significant Tornado Category 112-157 mph.

Considerable damage: Roofs torn off the frames of houses, mobile homes demolished, boxcars pushed over, large trees snapped or uprooted, and heavy cars lifted off ground and thrown.

Category F3: Severe Tornado Category 158-206 mph.

Sever damage: Roofs and some walls torn off well-constructed houses, trains overturned, most trees in forest uprooted, and heavy cars lifted off ground and thrown.

Category F4: Devastating Tornado Category 207-260 mph.

Devastating damage: Well-constructed houses leveled, structures blown off weak foundations, and cars and other large objects thrown about.

Category F5: Incredible Tornado Category 261-318 mph.

Incredible damage: Strong frame houses are lifted off foundations and carried a considerable distance and disintegrated, automobile sized missiles fly through the air in excess of 100 meters, and trees debarked.

Category F6+: Inconceivable Tornado Category 319-379 mph.

### WORK ACTIONS CHECKLIST

#### Pre Hurricane season

- ☐ Check Insurance
- ☐ Pre pack important documents
- ☐ Stage Uniforms/Gear list at work if going TAD/Leave
- ☐ Pre-stage items (children's/Adult clothing) at save haven (if relative or friend)
- ☐ Ensure Destructive Weather Database is updated weekly to Admin Department. This includes phones numbers and evacuation site address for service members and dependents.

96-72 hrs out

- ☐ Reservations at safe haven
- ☐ Begin work items you will transport for evacuation
- ☐ Sweep of spaces for classified and PII material.
- ☐ Prep office for wind/water damage
- ☐ Review/update recall roster
- ☐ Prep office admin embark box: ensure packing list correct
- ☐ Move furniture from offices exposed to windows
- ☐ Stage equipment in common areas
- ☐ Plastic bag remain behind electronic equipment
- ☐ Pack hurricane embark box, ensure proper marking

### WORK ITEMS CHECKLIST

The following items are **DIRECTED** items for hurricane evacuation. Bring them home on a Friday if a Tropical Storm or hurricane is identified and when a voluntary or mandatory evacuation is in effect. If TAD/Leave arrange to have them packed and staged for transport by designated section personnel.

- ☐ Laptop (or Desktop computer if directed)
- ☐ Computer peripherals\*
- ☐ Files and folders\*
- ☐ Basic admin supplies\*
- ☐ Binders\*

**\* as required by individual**

The following items are recommended:

- ☐ Personal binders
- ☐ Personal files

**HOME ITEMS CHECKLIST**

**Before Departing**

- Complete "Protecting Your Home" checklist.
- Plan for family and work communication and notification
- Make provisions for pets
- Plan for special needs of family members
- Stage water / fuel / batteries / blue tarps / nails / boards for cleanup / immediate repairs upon return after hurricane or severe weather
- Fill your car's gas tank

**PERSONAL/FAMILY EVACUATION CHECKLIST**

The following items are **recommended** items for hurricane evacuation (supplies should last at least 5 days):

- ❑ Water
  - One gallon per person, per day (two quarts for hydration, 2 quarts for food prep/sanitation)
  - Store water in plastic containers such as water bottles or soft drink bottles
- ❑ Food
  - Non-perishable (require no refrigeration, preparation / cooking and little or no water)
  - Compact and light weight
    - ❑ Ready to eat canned meats, fruits and vegetables
    - ❑ Canned/boxed juices, milk, soup
    - ❑ Staples - sugar, salt, pepper
    - ❑ High energy foods - peanut butter, jelly, crackers, granola bars, trail mix
    - ❑ Vitamins
    - ❑ Food for infants/elderly/medical (diabetic, etc.)
    - ❑ Comfort/Stress foods - cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags
- ❑ First Aid Kit
  - Assorted sterile adhesive bandages
  - 2-inch sterile gauze pads (4 to 6)
  - 4-inch sterile gauze pads (4 to 6)
  - Hypoallergenic adhesive tape
  - Triangular bandages (3) / Moistened towelettes
  - 2-inch sterile roller bandages (3 rolls)
  - 3-inch sterile roller bandages (3 rolls)
  - Scissors / Tweezers / Needle



- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Assorted sized of safety pins
- Cleansing agent/soap
- Latex gloves (2 pr)
- Sunscreen
  
- ❑ Non-prescription drugs
  - Aspirin or non-aspirin pain relieve
  - Anti-diarrhea medication
  - Antacid (for upset stomach)
  - Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
  - Laxative
  - Activated charcoal (use if advised by the Poison Control Center)
  
- ❑ Tools and supplies
  - Mess kits, or paper plates and cups, plastic utensils
  - Emergency preparedness manual
  - Battery-operated radio
  - Flashlight
  - Batteries
  - **Cash or traveler's checks, change**
  - Non-electric can opener, utility knife
  - Fire extinguisher; small canister ABC type
  - Tube tent
  - Pliers
  - Tape
  - Compass
  - Tool kit (hammer, screwdriver, pliers, wrenches, etc.)
  - Matches in waterproof container
  - Aluminum foil
  - Plastic storage containers
  - Signal flare
  - Paper, pencil/pen
  - Needles, thread
  - Medicine dropper
  - Shut-off wrench - to turn off household gas and water
  - Whistle
  - Plastic sheeting
  - Map of the area

- ❑ Sanitation
  - Toilet paper, towelettes
  - Soap, liquid detergent
  - Feminine supplies
  - Personal hygiene items
  - Plastic garbage bags, ties (for personal sanitation uses)
  - Plastic bucket with tight lid
  - Disinfectant
  - Household chlorine bleach
- ❑ Clothing and bedding - at least one complete change of clothes per person
  - Sturdy shoes or work boots
  - Hat and gloves
  - Rain gear
  - Thermal underwear
  - Blankets or sleeping bags
  - Sunglasses
  - Utility Uniforms (as described in work checklist)
- ❑ Special Items
  - For Baby (As required)
    - ❑ Formula
    - ❑ Diapers
    - ❑ Bottles
    - ❑ Powdered Milk
    - ❑ Medications
  - For Adults (As required)
    - ❑ Heart and high blood pressure medication
    - ❑ Insulin
    - ❑ Prescription drugs
    - ❑ Denture needs
    - ❑ Contact lenses and supplies
    - ❑ Extra eye glasses
- ❑ Entertainment
  - Games and books
- ❑ Important Family Documents
  - Will, insurance policies, contracts, deeds, stocks and bonds
  - Passports, Social Security Cards, Immunization Records

- Bank account numbers
- Credit Card Account companies and numbers
- Inventory of valuable household goods
- Important telephone numbers
- Family records (birth, marriage, death certificates)
- Jewelry
- Personal Computers
- ❑ Vehicle
  - 30 minute high-intensity light stick
  - Inflated spare tire
  - Tow rope
  - Auto spot light
  - Jumper cables / Jump Box
  - First aid kit
  - Flashlight with batteries
  - Fire extinguisher
  - Solar blanket
  - Waterproof poncho
  - Swiss style army knife/multi-tool
  - Flat tire fixer
  - Drinking water
  - Leather gloves
  - Whistle
  - Duct tape
  - Utility knife
  - Emergency instructions and help sign
  - Wet naps
  - Hand cleaner
- ❑ Store your kit in a convenient place known to all family members
- ❑ Remember items from the "Work checklist" you need to evacuate with
- ❑ Keep items in air-tight plastic bags
- ❑ Change your stored water supply every six months so it stays fresh
- ❑ Rotate your stored food every six months
- ❑ Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- ❑ Ask your physician or pharmacist about storing prescription medications

**PROTECTING YOUR HOME**

❑ OUTSIDE

- Take down any canvas awnings or roll them up and lash with cord or twine.
- Close shutters and or board up windows using good lumber securely fastened.
- If cistern equipped: disconnect cistern intake and plug to prevent contaminated water and debris from entering cistern.
- Turn off gas.
- Cut dead tree limbs and palm fronds. Remove dead trees anywhere near houses.
- Pick up or store outside items that can blow away: garbage cans, grills, basketball hoops, and lawn furniture to name a few.
- If TV antenna equipped: disconnect TV antenna leads and store antenna in a secure place.
- Stow chemicals, fertilizer and other toxic materials in the safest section of the building/garage. Read the warning label. Some chemicals react with water, such as chlorine. Take precautions to prevent toxic materials from contaminating floodwaters.
- Stage water / fuel / batteries / blue tarps / nails / boards for cleanup / immediate repairs upon return after hurricane or severe weather

❑ INSIDE

- Prior to unplugging refrigerator make ice or buy ice for ice chest.
- If able, remove all food from refrigerator/freezer and prop open the doors. If unable to remove all food, set on coldest setting and limit time of doors open if power goes out.
- Sterilize bathtub and other available containers with bleach. Rinse well, fill containers with water for drinking, cooking and sanitary requirements for power outage or subsequent to the hurricane. Most bathtub stoppers leak, so line with plastic if necessary. Prior to drinking this water: sterilize.
- Stockpile commercially bottled water
- Move furniture from exposed doors and windows.

- Unplug computers and TVs.
- Store valuable equipment in a safe room above ground level if able. Cover with plastic.
- Package valuables that you can't take with you such as photo albums and important documents etc in waterproof containers and put in a safe room above ground level, if able.
- Pack fragile or sentimental items in a box and put in a safe location.
- Remove pictures and other hanging items and store in a safe place.
- Take "before" pictures assist in damage claim documentation

#### **WHEN YOU LEAVE**

- ❑ Leave early and in daylight, if possible. Dangerous winds and rains can arrive with the storms outer bands hours ahead of landfall. A worst case scenario is driving through high winds and heavy rain at night.
- ❑ Avoid already flooded areas: water that would reach above your knees is extremely dangerous to drive through.
- ❑ Use recommended evacuation routes. Roads will be busy. Back roads can be a viable alternative, but risky if not mapped ahead of time and dangerous in severe weather due to downed power lines and downed trees.
- ❑ Ensure your work section knows your evacuation intentions and don't change them without notification, unless absolutely necessary.
- ❑ Listen to the radio for information from official sources.

#### **PROTECT YOURSELF AND YOUR FAMILY**

Despite all your preparation and early evacuation, you may still find yourself in hurricane tropical storm force winds and rain.

- ❑ Remain indoors during the hurricane or tropical storm. Don't go out to get something you forgot in your car: the wind can knock you down; falling trees can strike you; flying debris and downed power lines are just a few of the hazards.

- ❑ If the structure you are in suffers water damage, turn off the main power breakers to avoid hazards from fire or electrical shock. Do not touch electrical equipment unless it is in a dry area or you are standing on a piece of dry wood with rubber footwear and rubber gloves on.
- ❑ Do not go out during the brief calm that accompanies the "eye" as it passes overhead. The wind may cease for several minutes to an hour or more and the sky may even clear, but the hurricane is not over. The lull can end suddenly with winds from the opposite direction and often stronger than before.
- ❑ Stay away from windows and glass doors. .
- ❑ Stay on the side of the house opposite from which the wind is coming. As the wind changes, move to another room on the opposite side of the house. If your home has a room within a room, stay there at the height of a hurricane.
- ❑ If roofs are made of tile, be prepared for falling tile.
- ❑ If the house shows signs of collapsing, take cover in a room within a room, under a stairway, strong table or doorframe.
- ❑ In many homes, a bathroom is also a viable alternative. It is compact, less wall space, and typically only small window.
- ❑ Sudden rising floodwaters could catch you in your house. In that case, if you have a second story, move up to it. However, make sure you have supplies you need before you go up and an escape route out of the second story. If you go to an attic, you must have an escape route to the roof. Supplies in this type of an emergency include: a flash light, rope, a battery operated radio and an ax to aid in breaking through the roof.
- ❑ Do not take children outside unless absolutely necessary. Keep them in the same room with you.
- ❑ Keep children dressed until the height of the storm has passed in case you need to vacate your shelter.
- ❑ Provide children with things to do: games, snacks that do not require refrigeration, etc.
- ❑ Stay calm. If your children see you are afraid, they will likely become more frightened.

#### **HEALTH HAZARDS**

- ❑ Proceed with immediate cleanup measures necessary to prevent health hazards. Perishable items that could pose a health hazard should be listed and photographed before discarding. Losses not covered by insurance may be tax deductible.

- ❑ Guard against spoiled food. If power is off for more than a few hours, food may spoil. Freezers will keep food for several days if doors aren't opened after power failure. However, do not refreeze food once it begins to thaw.
- ❑ If flooded, wash the outside of undamaged canned foods with laundry bleach/water solution.
- ❑ Be prepared to store your garbage, it may be weeks before sanitation crews can get to your area.
- ❑ Save your emergency water supply for drinking and cooking until you are certain the piped water supply is safe.
- ❑ Sterilize water for cooking and drinking with any of the following methods:
  - Boil water for at least 15 minutes.
  - Place 2 drops chlorinated bleach per quart of water. Shake well and wait 15 minutes before drinking.

#### **AFTER THE STORM**

- ❑ Monitor radio for announcement specific to the Parish you reside in for power restoration status and road condition reports.
- ❑ Advise your chain of command, friends and relatives that you are safe. It may be impossible for them to contact you.

#### **OUTSIDE**

- ❑ Do not drive unless you must. Roads should be left clear for emergency vehicles and repair vehicles after a severe storm.
- ❑ If you must drive, use extreme caution. Downed power lines and other debris create a severe hazard.
- ❑ Do not go outside barefoot. Avoid wearing open toed shoes. Watch out for broken glass and downed power lines.
- ❑ Unless you are qualified to render valuable emergency assistance, stay away from disaster areas: you may hamper first-aid or rescue work.
- ❑ Do not sightsee or congregate on roads and thoroughfares. Do not overcrowd relief centers needlessly.
- ❑ Take extra precautions to prevent fires: lowered water pressure, blocked roads, etc will make fire fighting extremely difficult after a hurricane.
- ❑ Do not attempt to start or operate a flooded car: disconnect the battery.

#### INSIDE

- ❑ Before entering your house, check for structural damage to be sure it is not in danger of collapsing.
- ❑ Use caution upon entering the house: don't use a candle for illumination due to possibility of gas. Use a battery powered flashlight. Check to ensure power is off.
- ❑ If you have water damage, do not turn on the power or operate lights or other appliances until an electrician has checked your electrical system.
- ❑ Do not run your house electricity on generator power unless the circuit has been approved by an electrician.
- ❑ Open windows and doors and let the air circulate. This helps remove odors and allows the house to dry.

#### DOCUMENT DAMAGE

- ❑ Take pictures of damaged house and contents
- ❑ Make a list of damage to your property and notify your insurance representative of any losses.

#### MAKE REPAIRS

- ❑ Make any temporary repairs necessary to stop further losses from the elements or from looting. Keep your receipts for these repairs: they may be covered by insurance.
- ❑ Shovel out mud while it is still moist to give walls and floors an opportunity to dry.
- ❑ Soaked carpets will likely have to be replaced. However, rugs that are quickly dried may be saved.

#### **GREATER NEW ORLEANS CONTRA FLOW PLAN**

These instructions may be found on the web site:

[http://www.neworleans.com/index.php?option=com\\_content&view=article&id=3254&Itemid=1392](http://www.neworleans.com/index.php?option=com_content&view=article&id=3254&Itemid=1392)

It is recommended you refer to the web site prior to evacuation to check for updates.

#### I-10 West Contraflow Lanes

- The eastbound and westbound lanes of I-10 from Clearview Parkway in Metairie to I-55 North in LaPlace will be used as westbound lanes. On the Contraflow Plan, the normal westbound lanes are shown with BROWN arrows and the Contraflow (eastbound) lanes are shown with BLUE arrows.



- All I-10 West entrances through New Orleans, Metairie and Kenner will be used in their normal manner to gain access to I-10 West.

I-55 North Contraflow Lanes

- The northbound and southbound lanes of I-55 from I-12 in Hammond to the Mississippi state line will be used as northbound lanes. On the Contraflow Plan, the normal northbound lanes are shown with RED arrows and the Contraflow (southbound) lanes are shown with BROWN arrows.

- Traffic traveling I-55 North (BROWN) will be diverted onto I-55 North Contraflow and will only be allowed to exit at two locations: Exit 47 (LA-16) in Amite and Exit 61 (LA-38) in Kentwood.

I-59 North Contraflow Lanes

- The northbound and southbound lanes of I-59, north of the I-10/I-12/I-59 interchange, will be used as northbound lanes. On the Contraflow Plan, the normal northbound lanes are shown with PURPLE arrows and the Contraflow (southbound) lanes are shown with GREEN arrows.

**BROWN** Arrows (I-10/I-55 North to Hammond and Mississippi)

- In LaPlace, the I-10 West (BROWN) lanes will be diverted to I-55 North toward Hammond and Mississippi. Traffic will not be allowed to continue on I-10 West at this interchange.

- All traffic traveling on I-55 North will travel in the existing northbound lanes.

- When traffic traveling on I-55 North reaches the I-55/I-12 interchange in Hammond, I-55 will begin to Contraflow (both the north and south lanes will travel north into Mississippi)

**BLUE** Arrows (I-10 West to Baton Rouge)

- Traffic destined for Baton Rouge may enter the Contraflow (eastbound) lanes from Clearview Parkway, Veterans Boulevard or Williams Boulevard in New Orleans (see diagrams)

- Traffic destined for Baton Rouge may enter the Contraflow (eastbound) lanes from I-10 West via a cross-over at the

Clearview Parkway overpass. This is the only opportunity to enter the Contraflow (eastbound) lanes from I-10 West without exiting and re-entering the interstate.

**RED** Arrows (Lake Pontchartrain Causeway to Covington, I-12, Hammond, and Mississippi)

- Northbound traffic on the Lake Pontchartrain Causeway (RED) will be diverted onto I-12 West (RED) at the US-190/I-12 interchange and will continue on I-12 West to Hammond.
- I-12 West (RED) will be diverted onto I-55 North (RED) at the I-12/I-55 interchange in Hammond.
- I-55 North (RED) will continue north into Mississippi.

**GREEN** Arrows (I-10 East to I-59, North to Slidell, Mississippi)

- I-10 East traffic (GREEN) from New Orleans will cross the I-10 Twin Spans using the two eastbound lanes.
- Contraflow of I-59 will begin at the I-10/I-12/I-59 interchange.
- At the I-10/I-12/I-59 interchange, the left and center lanes of eastbound I-10 will be diverted onto southbound I-59 (GREEN). Only the right lane will continue onto I-59 North (PURPLE)
- The I-10 East (GREEN) traffic will not be allowed to continue on I-10 East or enter I-12 West.

**PURPLE** Arrows (I-59 North to Mississippi from I-10 West)

- I-10 East traffic (GREEN) from New Orleans will cross the I-10 East Twin Spans using the two eastbound lanes.
- Only the right lane (GREEN) will continue onto I-59 North (PURPLE)
- All traffic on I-10 West (PURPLE) from Mississippi will be diverted on I-59 North (PURPLE) at the I-10/I-12/I-59 interchange.

- I-10 West traffic will not be allowed to continue westbound on I-10 or I-12.

**ORANGE** Arrows (I-12 Westbound - Covington/Hammond)

- Traffic traveling on I-12 West (RED) between Covington (US-190) and Hammond (I-55) will NOT be allowed to continue on I-12 West. This traffic must divert onto I-55 North.

- Traffic traveling on I-12 West between Slidell (I-10/I-12/I-59 interchange) and Covington (US-190) will NOT be allowed to continue I-12 West. This traffic will be diverted onto US-190 West.

- Traffic traveling on US-190 West will be allowed to continue to Baton Rouge.

All Interstate exit ramps will be open to normal traffic flow. Interstate exit ramps in the Contraflow lanes will be limited and marked with variable message boards.

Study this map and **CHOOSE YOUR ROUTE WISELY**. There will be many restrictions on the Interstate system. Upon entering the contraflow area, it may not be possible to change routes. Contraflow operations will begin when evacuations are initiated in Jefferson and Orleans parishes. If you do not wish to evacuate under the contraflow restrictions, your best strategy is to LEAVE EARLY before contra-flow is activated.



